Advanced Diploma of Program Management BSB61218

Program Overview

unepartnerships

Advanced Diploma of Program Management BSB61218 - Version G1.0

Published 14 December 2020

Program Overview developed by UNE Partnerships

UNE Partnerships Pty Ltd

The Education & Training Company of the University of New England

PO Box U199, University of New England NSW 2351

Telephone: (02) 6773 0000

ABN 74 003 099 125

Contents

Overview

Welcome

Welcome to the *Advanced Diploma of Program Management BSB61218*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

We are delighted that you have joined the Advanced Diploma program.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: (02) 6773 0000

Email: project@unep.edu.au

Mail: UNE Partnerships Pty Ltd

               PO Box U199

               University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell

Director of Education

02 6773 0000

meg.michell@unep.edu.au

Advanced Diploma of Program Management BSB61218

Aim of the program

This qualification aims to equip participants with the skills and knowledge for effective leadership of multiple projects, programs of projects or large, complex projects. This specialist qualification covers the competencies required for the initiation, planning, execution, and leadership of programs of projects within organisations, and the realisation of benefits.

Learning outcomes

On completion of the program you should be able to:

- integrate a number of projects to achieve planned business outcomes and value enhancements
- ensure there is effective governance and sponsorship in place to facilitate the conversion of business strategy into the realisation of benefits
- plan the selection and development of staff to meet the requirements of a significant program of works
- ensure effective identification of uncertainty and ambiguity, and develop strategies for management of risk across projects, programs, operations and portfolio
- develop and monitor program schedules and budgets to meet the organisation's business plan
- provide leadership in the identification, assessment and management of risk and opportunities
- ensure effective communication between the various stakeholders in the program of works
- oversee the management of strategic procurement and contracts
- mitigate the more complex problems encountered by project teams
- manage the client and stakeholders, and their expectations.

Structure of the program

There are twelve (12) units of competency in this qualification and all must be successfully completed in order to achieve the *Advanced Diploma of Program Management BSB61218*. The program employs a mentored assessment approach, incorporating individual interviews with your assessor, as well as a combination of print and electronic course material. An outline of the structure for delivery and assessment is provided below.

Text and Resources

It is recommended that students purchase the text book '*Program Management*' by Michel Thiry (2015). You will be provided with access to the Project Management learning resources, and the learning resource for *Develop and use emotional intelligence* , as these provide valuable and relevant reading material in support of the units of competency. Guidance on sections of the textbook and other resources that will assist your preparation for assessment is provided below, and provided in each separate course.

Assessment

Details of the assessment requirements for each course are available in the Assessment section for each course on **my.unep**. Details of the units of competency in which you are enrolled are available online by clicking the links below if accessing an electronic version of this course overview.

Course name	Learning Resources	Unit/s of competency
The course BSB61218 Advanced Diploma of Program Management (Introduction) should be reviewed first as it contains information on the Advanced Diploma, Studying with UNE Partnerships, Assessment, Assessor contact details and your Learning Resources. The following 12 courses provide information on each individual unit of competency, a Guide to learning resources, Assessment templates and the portal for uploading your assessment submission.		
Enable program execution	• Program Management (Thiry, 2015) – Chapters 4 – 11 • Project Governance and Integration Module	BSBPMG610 Enable program execution
Facilitate stakeholder engagement	• Program Management (Thiry, 2015) – Chapters 4, 8 and 9 • Project communications and stakeholder management Module	BSBPMG621 Facilitate stakeholder engagement
Implement program governance	• Program Management (Thiry, 2015) – Chapters 3, 4 and 8 • Project Governance and Integration Module	BSBPMG622 Implement program governance
Manage benefits	• Program Management (Thiry, 2015) – Chapters 3, 4, 6 – 11. •	BSBPMG623 Manage benefits
Lead and manage organisational change	• Program Management (Thiry, 2015) – Chapters 8 and 9 • Lead and manage organisational change Module	BSBINN601 Lead and Manage Organisational Change
Manage program delivery	• Program Management (Thiry, 2015) – Chapters 6 – 11 • Project communications and stakeholder management Module • People and leadership Module • Project risk management Module	BSBPMG615 Manage program delivery
Manage program risk	• Program Management (Thiry, 2015) – Chapters 8 and 9 • Project risk management Module	BSBPMG616 Manage program risk
Provide leadership to the program	• Program Management (Thiry, 2015) – Chapters 4 - 11	BSBPMG617 Provide leadership to the program

Course name	Learning Resources	Unit/s of competency
	• Project communications and stakeholder management Module • People and leadership Module	
Implement a monitoring, evaluation and reporting program	• Program Management (Thiry, 2015) – Chapters 4 – 11 • Managing projects • Project scope management • Project time and cost management • Project quality management • Project communications and stakeholder management	AHCBUS607 Implement a monitoring, evaluation and reporting program
Develop and use emotional intelligence	• Develop and use emotional intelligence	BSBLDR511 Develop and use emotional intelligence
Develop a business case	• Program Management (Thiry, 2015) – Chapters 7 and 8	PSPMGT006 Develop a business case
Manage project procurement	• Project procurement and contract management	BSBPMG518 Manage project procurement

Once you have familiarised yourself with the introductory course and the assessment requirements for individual units of competency - please contact your assessor via email.

In the email - introduce yourself and provide a current copy of your CV or resume. (Ensure you provide suitable contact details in your email).

Your assessor will arrange a suitable time for an initial discussion to discuss a suitable strategy and a schedule for your assessment.

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *Advanced Diploma of Program Management BSB61218*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document 'Studying with UNE Partnerships'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *Advanced Diploma of Program Management BSB61218* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 6 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the Advanced Diploma of Program Management BSB61218 receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 12 credit points (2 units) of Advanced Standing upon enrolment.

Certified Project Management Professionals (PMP®) with The Project Management Institute (PMI®) may be eligible to apply for Professional Development Units on completion of the Diploma of Project Management.

The Australian Institute of Project Management (AIPM) has recognised this course as meeting its guidelines for professionalism in training and education. Should you wish to seek Certified Practicing Project Manager (CPPM) or higher (CPSPM or CPPD) status, a gap assessment by an endorsed AIPM assessor (many of the UNE Partnerships assessors are AIPM assessors) will be required to cover the minor differences between the two sets of competencies. AIPM certification provides professional peer group recognition of people competent and skilled in best practice project management.

Study workload

The nominal duration of your enrolment in the Advanced Diploma of Program Management BSB61218 is 18 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 10 hours a week a week of self-directed workplace and individual study over an 18 month period. Inexperienced students will likely require more time.

You have up to two years from enrolment to complete the Advanced Diploma of Program Management BSB61218. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.